

# The Michigan Judicial Institute Online Resources Desk Reference



# Main Page

Site Search

**MICHIGAN COURTS**

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Home/Other Links | **Seminars/Webcasts** | Resources | Web-based Training

**This website now requires the use of Adobe Reader 7.0 to access some links. >>Please download your free copy.**

**The primary functions of MJJ are to:**

- Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;
- Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;
- Research, write, and update legal reference publications; and
- Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.

Photo credit: Justin Maconochie Photography.

**Primary services include** providing a comprehensive continuing education program for judicial branch employees; assisting judicial associations and external organizations to plan and conduct training events; providing complete and up-to-date legal reference materials for judges, quasi-judicial hearing officers, and others; maintaining a reference library for use by judicial branch employees; and conducting tours of and other public outreach activities for the Michigan Supreme Court Learning Center.

The **Michigan Judicial Institute (MJJ)** was developed by the Michigan Supreme Court in 1977 to provide judges and court personnel with an opportunity to develop and enhance their professional skills. MJJ is a training division of the State Court Administrative Office of the Michigan Supreme Court.

**Specific Services and Resources**

- [Seminars](#)
- [Webcasts](#)
- [Web-based Training](#)
- [Publications](#)
- [Resource Library](#)
- [Learning Center](#)

Use the **Site Search** engine to link to specific topics or items of interest.

Short cut links can be found at the bottom of the Main Page.

# Seminars/Webcasts Menu

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**MICHIGAN COURTS**

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Home/Other Links	Seminars/Webcasts	Resources	Web-based Training
<p><b>This website now requires Reader 7.0 to access some content. <a href="#">Download your free copy.</a></b></p> <p><b>The primary functions of the Michigan Judicial Institute are:</b></p> <ul style="list-style-type: none"> <li>Develop and conduct seminars for judicial branch employees using recognized subject-matter experts as faculty;</li> <li>Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;</li> <li>Research, write, and update legal reference publications; and</li> <li>Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.</li> </ul>	<a href="#">2006-07 Schedule</a> <a href="#">Seminar Announcements</a> <a href="#">Seminar Registration</a> <a href="#">Webcast Registration</a> <a href="#">Attend a Webcast</a> <a href="#">Archived Webcasts</a> <a href="#">Webcast Material</a>	<p>Photo credit: Justin Maconochie Photography.</p>	

From this menu, users may access the MJJ seminar schedule of training programs for the current year, view upcoming seminar announcements, register for upcoming seminars and webcasts, attend a live or archived webcast, and access materials associated with each webcast.

# Chronological Seminar Schedule



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**MICHIGAN JUDICIAL INSTITUTE**  
**2006-07 Chronological Schedule** [PRINTER VERSION](#)

**This schedule is tentative and subject to change.**  
**All programs will be held at the Michigan Hall of Justice unless otherwise indicated.**  
**\* denotes that seminars are live and webcasts in part or in whole.**

[Oct 06](#) | [Nov 06](#) | [Dec 06](#) | [Jan 07](#) | [Feb 07](#) | [Mar 07](#) | [Apr 07](#)  
[May 07](#) | [Jun 07](#) | [Jul 07](#) | [Aug 07](#) | [Sep 07](#)

**OCTOBER 2006**

- 3 Basics of Effective Communication
- 5 Basics of Effective Communication, *Detroit* (2 sessions)
- 10 Basics of Effective Communication, *White Cloud*
- 11 Basics of Effective Communication, *Grand Rapids*
- 18 SCAO Assembly
- 18 Basics of Effective Communication, *Farmington Hills*
- 20 Basics of Effective Communication, *Pontiac*
- 27 Basics of Effective Communication, *Kalamazoo*
- 30 Legal Update on Practices and Procedures for District, Circuit, Family and Probate Judges\*

**NOVEMBER 2006**

- 1-2 Family Division Referees
- 7 De-Escalating Volatile Situations\*
- 17 Pre-Bench Orientation Seminar
- 28-29 Trial Court Supervisors Leadership Seminar

**DECEMBER 2006**

- 1 Court Support Consortium
- 6-7 Experienced District Court Probation Officers Seminar
- 12-13 Chief Judges and Court Administrators Seminar: Effective Leadership and Communication Practices

**JANUARY 2007**

- 8-11 New Judges Seminar, *Lansing*
- 23-24 Juvenile Division Probation Officers Seminar
- 31 Legal Update on Michigan's Statutory Sentencing Guidelines\*

**FEBRUARY 2007**

- 13-14 Michigan Association of Drug Court Professionals (MADCP) Annual Conference, *Lansing*

**MARCH 2007**

- 1 Professional Development Seminar for MSC, COA, & SCAO Employees
- 15 Case File Management Seminar\*
- 20-21 New Magistrates Seminar

**APRIL 2007**

- 11-12 Court Administration Orientation Seminar
- 20 Court Support Consortium
- 23-24 Annual Judicial Conference, *Dearborn*
- 25-27 Basic Interviewing, Counseling, and Communication Techniques Seminar, Higgins Lake

The online seminar schedule contains the most up-to-date list of past and upcoming seminars for the current fiscal year.

Click on the seminar titles that are underlined for a direct link to the seminar announcement page.

<b>MAY 2007</b>	
1	Law Day activities, <i>Hall of Justice Learning Center</i>
3	<u>Jury Administration Seminar*</u>
15-18	Michigan Court Managers Conference, <i>Thompsonville</i>
23-25	Michigan Association of District Court Probation Officers (MADCPO), <i>Gaylord</i>
TBD	Substantive Law Seminar
<b>JUNE 2007</b>	
5	State Judicial Branch Employee Investing for Retirement Seminar*
14	Magistrate Specialty Seminar
24-27	Michigan Probate Judges Association (MPJA) Conference
25-29	<u>Learning Center Careers Program</u> , 10th-12th grades
<b>JULY 2007</b>	
16-20	<u>Learning Center Careers Program</u> , 7th-9th grades
24	State Judicial Branch Employee Advanced Investing for Retirement Seminar*
27	Juvenile Law Certification Exam (1/2 day)
<b>AUGUST 2007</b>	
10	Juvenile Law Certification Exam (1/2 day)
15-16	Michigan Friend of the Court Association Summer Conference, <i>Thompsonville</i>
TBD	Family Division Judges, Referees & FOC Caseworkers: Safe Havens Training, <i>Location TBD</i>
TBD	Michigan Judges Association (MJA) Conference
<b>SEPTEMBER 2007</b>	
5-6	New Friend of the Court Employees
26-28	Michigan Association of Court Mediators (MACM) Annual Conference
26-28	Michigan Association of District Court Magistrates (MADCM) Annual Conference, <i>TBD</i>

Seminar titles with an asterisk are simultaneously webcast.

## Seminar Announcements



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**Seminar Announcements**  
(In PDF. Registration forms included.)  
[Casefile Management Standards Training Seminar and Webcast](#), March 15, 2007

- [Registration](#)

[Court Administration Orientation Seminar](#), April 11 and 12, 2007  
[Basic Interviewing, Counseling, and Communication Techniques Seminar](#), April 25-27, 2007  
[Jury Administration Guidelines and Best Practices: A Training Seminar and Webcast](#), May 3, 2007

Click on a seminar title to view the seminar announcement and/or registration page.



# Online Registration

**One Court of Justice** Site Search  Search

**MICHIGAN COURTS** Tuesday

Michigan Judicial Institute | [Site Map](#)

Home/Other Links ▾ Seminars/Webcasts ▾ Resources ▾ Web-based Training ▾

### MJI Seminar and Webcast Registration Page

**Upcoming Seminars and Webcasts**  
Please review the list of seminars and webcasts below. Click on each seminar title to review a summary of the program and featured faculty.

**Enrolling in an Upcoming Seminar**  
To enroll please click on a seminar title below then choose "Register" in the summary box. Complete the registration form as requested and click "Continue".

**2** →

**WEBCAST: Jury Administration Guidelines and Best Practices**  
Dawn Childress, Management Analyst  
State Court Administrative Office  
Thursday, May 3, 2007 9:30 am - Noon

The Michigan Judicial Institute (MJ) is pleased to announce a one-day seminar specifically for new and experienced jury clerks, jury board members, county clerks, or any court personnel involved in the administration of juries. This seminar has been designed to review the guidelines and share best practices specific to the administration of jurors. The morning portion of the seminar, offered as an on-site session and webcast will review the following guidelines related to the administration of juries:

- An overview of the jury selection process.
- Retention of jurors' information.
- Juror exemptions.
- Juror eligibility.
- Definition of jury service.
- Jury fees.

• [Seminar Announcement](#)

Duration  
**2:30 Hours**


• [Register](#)

**1** →

- [ON-SITE: Casefile Management Standards Training Seminar](#)  
Thursday, March 15, 2007 9:45 am - 3:30 pm
- [WEBCAST: Jury Administration Guidelines and Best Practices](#)  
Thursday, May 3, 2007 9:30 am - Noon
- [ON-SITE: Judicial Branch Employee Investing Seminar - Basic](#)  
Tuesday, June 5, 2007 10:15 am - 12:30 pm
- [WEBCAST: Judicial Branch Employee Investing Seminar - Basic](#)  
Tuesday, June 5, 2007, 10:30 am - 12:30 pm
- [ON-SITE: Judicial Branch Employee Investing Seminar - Advanced](#)  
Tuesday, July 24, 2007 10:15 am - 12:30 pm
- [WEBCAST: Judicial Branch Employee Investing Seminar - Advanced](#)  
Tuesday, July 24, 2007 10:30 am - 12:30 pm

You may register for any webcast and many single session training seminars via the online process. Simply click on the title of the seminar (1) from the list on the right to reveal more information in the box on the left (2). In our example, the user clicked on "WEBCAST: Jury Administration Guidelines and Best Practices." To access the registration form, click the "Register" button at the lower right of the description box.

# Attend a Webcast



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**MICHIGAN COURTS** Tuesday

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### MJI Seminars and Webcasts

[Click here for detailed instructions](#)

Using the buttons below, you may enroll in upcoming seminars, attend live webcasts, or view archived (recorded) webcasts.

1 → **View Upcoming Seminars**

2 → **Library of Archived Webcasts**

3 → 

Next Live-Webcast

**WEBCAST: Jury Administration Guidelines and Best Practices**

will air on Thursday, May 3, 2007 9:30 am - Noon


Virtual doors will open 30 minutes in advance


28	19	31	51
Days	Hours	Mins	Secs

**Attend today's webcast**

Please use our [wizard](#) to [test your system](#) compliance.

[Terms Of Use](#) | [Privacy Statement](#)


eduCAST by  



**Technical requirements:**  
In order to be able to attend live programs or to view archived programs, you will need the following:

- Deactivate pop-up blockers or allow pop-up from the domain you-niversity.com ([learn how](#)).
- Enable cookies in your browser ([learn how](#)).
- An IBM PC compatible computer.
- **IE (Internet Explorer) 6.0+** Internet Browser by Microsoft Inc. (We apologize but these presentations include features available only through Internet Explorer WEB-browser)
- **Windows Media Player 9.0+** Plug-In by Microsoft Inc. Please check on Microsoft's site the latest available version suitable for your operating system
- Operating System: Windows 98/2000/ME/XP. MAC Users: The current IE browser for MAC does not support the slideshow visuals. Our next release will support it.

- [Firewall setup considerations](#)
- [Improving the Audio and Video Reception](#)

**Free Download:**

  
[Internet Explorer](#)

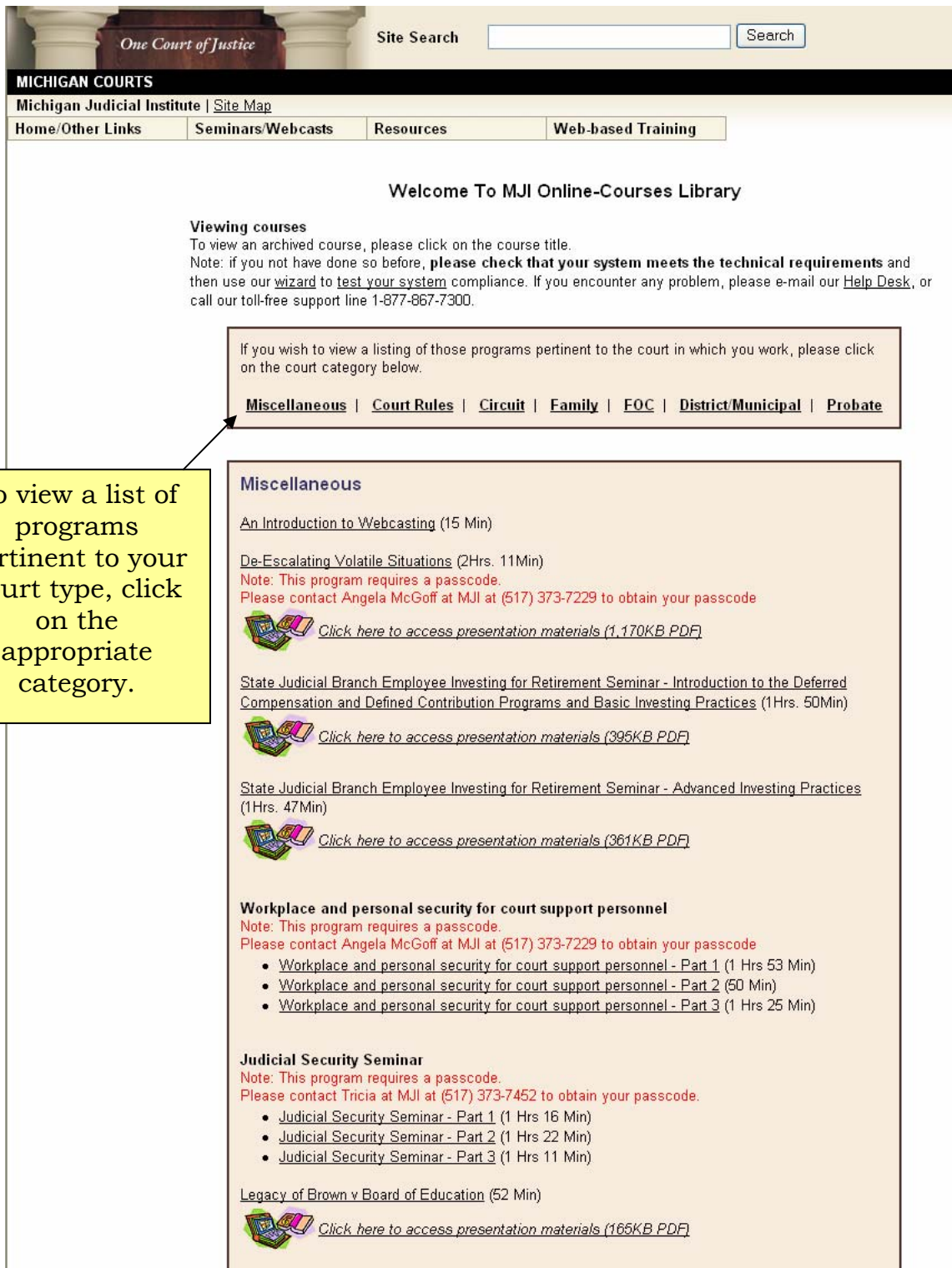
  
[Media Player](#)

From the “Attend a Webcast” page, you may:

1. View a list of upcoming seminars and webcasts. (See page 6 for an example.)
2. View the MJI library of archived webcasts. (See page 8 for an example.)
3. Attend a webcast that is scheduled for the day. As you can see from our example, the next webcast is over 28 days away, therefore a webcast is not currently in progress. On the day of a live webcast, participants may click on “Attend today’s webcast” and log in up to 30 minutes prior to the start of the webcast.

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# Library of Archived Webcasts



*One Court of Justice*

Site Search  Search

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**Welcome To MJL Online-Courses Library**

**Viewing courses**  
To view an archived course, please click on the course title.  
Note: if you not have done so before, **please check that your system meets the technical requirements** and then use our [wizard](#) to [test your system](#) compliance. If you encounter any problem, please e-mail our [Help Desk](#), or call our toll-free support line 1-877-867-7300.


If you wish to view a listing of those programs pertinent to the court in which you work, please click on the court category below.

[Miscellaneous](#) | [Court Rules](#) | [Circuit](#) | [Family](#) | [FOC](#) | [District/Municipal](#) | [Probate](#)


**Miscellaneous**

[An Introduction to Webcasting](#) (15 Min)


[De-Escalating Volatile Situations](#) (2Hrs. 11Min)  
Note: This program requires a passcode.  
Please contact Angela McGoff at MJL at (517) 373-7229 to obtain your passcode

 [Click here to access presentation materials \(1,170KB PDF\)](#)

[State Judicial Branch Employee Investing for Retirement Seminar - Introduction to the Deferred Compensation and Defined Contribution Programs and Basic Investing Practices](#) (1Hrs. 50Min)

 [Click here to access presentation materials \(395KB PDF\)](#)

[State Judicial Branch Employee Investing for Retirement Seminar - Advanced Investing Practices](#) (1Hrs. 47Min)

 [Click here to access presentation materials \(361KB PDF\)](#)


**Workplace and personal security for court support personnel**  
Note: This program requires a passcode.  
Please contact Angela McGoff at MJL at (517) 373-7229 to obtain your passcode

- [Workplace and personal security for court support personnel - Part 1](#) (1 Hrs 53 Min)
- [Workplace and personal security for court support personnel - Part 2](#) (50 Min)
- [Workplace and personal security for court support personnel - Part 3](#) (1 Hrs 25 Min)

**Judicial Security Seminar**  
Note: This program requires a passcode.  
Please contact Tricia at MJL at (517) 373-7452 to obtain your passcode.

- [Judicial Security Seminar - Part 1](#) (1 Hrs 16 Min)
- [Judicial Security Seminar - Part 2](#) (1 Hrs 22 Min)
- [Judicial Security Seminar - Part 3](#) (1 Hrs 11 Min)

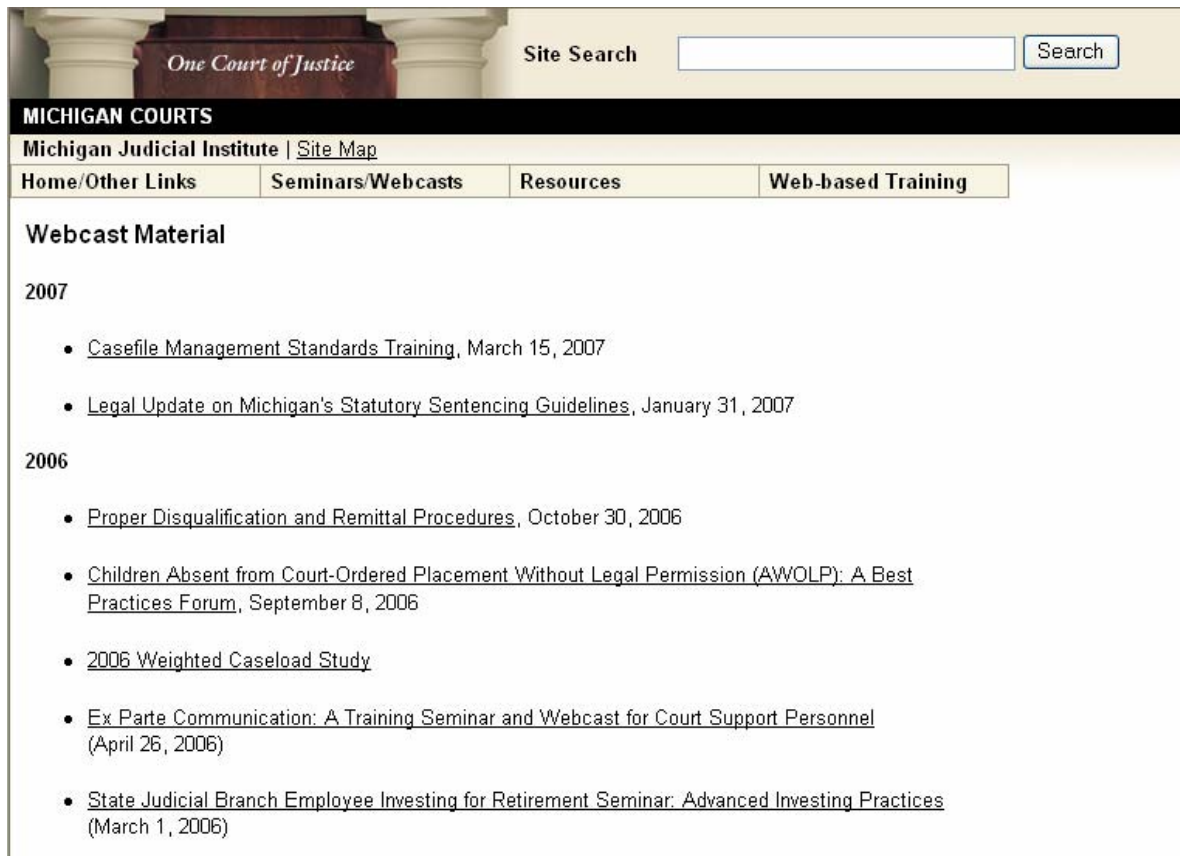
[Legacy of Brown v Board of Education](#) (52 Min)

 [Click here to access presentation materials \(165KB PDF\)](#)

To view a list of programs pertinent to your court type, click on the appropriate category.



# Webcast Material



The screenshot shows the Michigan Courts website. At the top, there is a header with the text "One Court of Justice" and a "Site Search" box with a "Search" button. Below the header is a navigation bar with the text "MICHIGAN COURTS" and "Michigan Judicial Institute | [Site Map](#)". Below the navigation bar is a table with four columns: "Home/Other Links", "Seminars/Webcasts", "Resources", and "Web-based Training". The "Webcast Material" page is selected, and the content area displays a list of webcasts for 2007 and 2006.

**Webcast Material**

**2007**


- [Casefile Management Standards Training](#), March 15, 2007
- [Legal Update on Michigan's Statutory Sentencing Guidelines](#), January 31, 2007

**2006**

- [Proper Disqualification and Remittal Procedures](#), October 30, 2006
- [Children Absent from Court-Ordered Placement Without Legal Permission \(AWOLP\): A Best Practices Forum](#), September 8, 2006
- [2006 Weighted Caseload Study](#)
- [Ex Parte Communication: A Training Seminar and Webcast for Court Support Personnel](#) (April 26, 2006)
- [State Judicial Branch Employee Investing for Retirement Seminar: Advanced Investing Practices](#) (March 1, 2006)

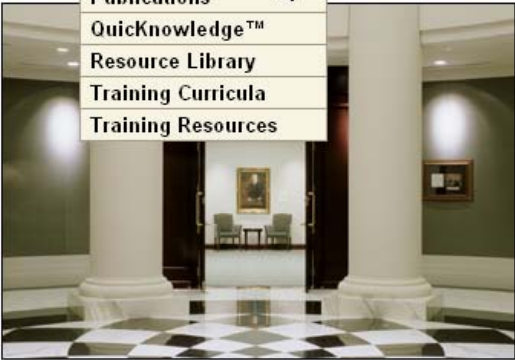
Materials associated with each webcast can be downloaded and printed from the “Webcast Material” page. Simply click on the appropriate seminar title for a link to the resources.

# Resources Menu



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<p><b>This website now requires the use of Adobe Reader 7.0 to access some links. &gt;&gt;Please download your free copy.</b></p> <p><b>The primary functions of MJJ are to:</b></p> <ul style="list-style-type: none"> <li>• Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;</li> <li>• Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;</li> <li>• Research, write, and update legal reference publications; and</li> <li>• Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.</li> </ul>		<div>  <p>Photo credit: Justin Maconochie Photography.</p> </div> <ul style="list-style-type: none"> <li>Publications</li> <li>QuickKnowledge™</li> <li>Resource Library</li> <li>Training Curricula</li> <li>Training Resources</li> </ul>	

From the Resources menu users may access MJJ Publications, information and a direct link to QuickKnowledge.com training modules, make requests through the MJJ Resource Library, access various training curricula designed for trial court employees, and link to a list of free training resources available upon request through MJJ.

# MJI Publications

The screenshot shows a web browser window with the address bar displaying <http://courts.michigan.gov/mji/resources/publications.htm>. The page title is "MJI Publications". On the left, a text block describes the MJJ publications team's mission to keep judges and court employees informed of the latest developments in Michigan law and procedure. It states that trial court benchbooks are procedural manuals that serve as reference tools for trial court judges, court staff, and trial attorneys. The benchbooks are written by MJJ research attorneys and reviewed by advisory committees of judges, court administrators, court professional personnel, and trial attorneys. It also mentions that most of MJJ's publications are available in pdf format for easy viewing, printing, or downloading from the Internet. For a complete listing of these books, and their descriptions and pdf files, click on the links below or find them in the drop-down menu under "Resources" above.


On the right, under the heading "MONTHLY UPDATES", there is a list of publications with hyperlinks:

- [Adoption Proceedings Benchbook](#)
- [Child Protective Proceedings Benchbook \(Revised Edition\)](#)
- [Contempt of Court](#)
- [Crime Victim Rights Manual](#)
- [Criminal Procedures Monograph Series](#)
- [Domestic Violence Benchbook](#)
- [Friend of the Court DV Resource Book](#)
- [Handbook of Legal Terms](#)
- [Juvenile Justice Benchbook](#)
- [Juvenile Traffic Benchbook](#)
- [Legal Advice v Access to the Courts](#)
- [Michigan Circuit Court Benchbook](#)
- [Model Code of Conduct for Judicial Employees](#)
- [New Magistrate Traffic Adjudication Manual](#)
- [Print Training Modules](#)
- [Sentencing Guidelines Manual](#)
- [Sexual Assault Benchbook](#)
- [Traffic Benchbook—Third Edition](#)

MJI's publications team is pleased to announce the first phase of a long-term process to improve the utility and effectiveness of MJJ's core library of Benchbooks. The most immediate and noticeable change will be to the existing update scheme. Currently, updates reflecting new case law and newly enacted or amended statutes and court rules were posted to the website each month as separate pages to be printed out and inserted at a specified location in an existing benchbook. Beginning in mid-2007, MJJ's publication updates will be issued quarterly.

As the new quarterly update scheme is being implemented, individual core publications will undergo a complete revision to create up-to-date electronic versions of each benchbook. Upon completion of a benchbook revision, that benchbook will be posted to the website. Subsequent quarterly updates to that benchbook will be automatically incorporated so that the benchbook is virtually up-to-date at all times. The new electronic versions of each benchbook will contain hyperlinks to case law, statutes, and other sources found in the book's text. MJJ will continue to distribute a hardcopy of each revised benchbook to appropriate judicial and court personnel.

# QuickKnowledge.com



One Court of Justice

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**QuickKnowledge™** ★ [Learn how to log-on here.](#)

QuickKnowledge is a variety of short courses that can be accessed by logging on to [www.QuickKnowledge.com](http://www.QuickKnowledge.com) either at work or at home. It is a knowledge resource available to court employees that can be used in addition to other traditional forms of training such as classroom-based instruction. QuickKnowledge will not replace classroom seminars, but is a supplement by providing "just-in-time" training solutions to employees.

Access to QuickKnowledge is authorized through your supervisor. He or she will provide a special code called a Quick Key, which is required to utilize the website.

**User Policy:** Employees are permitted to utilize these development courses at his/her manager's discretion. Abuse of this resource may result in an employee's privileges being revoked.

**List of Curriculum** (44KB PDF)

**Logging on for the First Time**

1. Go to [www.QuickKnowledge.com](http://www.QuickKnowledge.com)
2. Click on Register.
3. Complete the personal information fields.
4. Create a unique personal password in the field provided. **You will need this password each time you log on in the future.**
5. Enter the Quick Key and click Submit.

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**For Trial Court Employees :**

6. On the next screen type in your court name (e.g., 14A District Court).
7. Choose your county from the next pull down menu.

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**For SCA0, Court of Appeals or Michigan Supreme Court Employees :**

6. On the next screen type in your employee number including the letter H before it.
7. Click Submit.

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8. Your personal account information and a list of courses will appear on the next screen.
9. Scroll through the list of course titles. Click on the title of the course which interests you.

This will take you to the course content.

To view an online log-on demonstration, click on this link.

Contact Lisa Kutas at [KutasL@courts.mi.gov](mailto:KutasL@courts.mi.gov) or 517-373-7481 for your Quick Key.

# Resource Library

what's new

welcome

wbt

resources

## Resource Library

[BROWSE BY CATEGORY](#) | [KEYWORD SEARCH](#)

### Purpose

The Michigan Judicial Institute Resource Library has been established to provide resources free of charge for continuing education of judges and personnel employed by the Michigan court system. It is believed that these resources can be used effectively by individuals or groups in local programs of continuing judicial system education.

### Requesting Materials

Requests by judges and court staff maybe made directly to the Michigan Judicial Institute in any of the following ways:

- **Computer:** You can [Browse](#) by category, or do a [keyword search](#). You can then immediately order the resource on-line!
- **Phone:** Call MJI at **517-373-7171** and ask for assistance regarding Resource Library Materials.
- **FAX:** A request form is available upon request. The completed form can be faxed to 517-373-7615.

### Lending Policy


The number of copies of each resource is limited. Materials will be loaned for a period of up to **1 month**. An additional extension of 1 week will be granted if no other request for that resource is pending and the Institute has been contacted prior to the original date.

### Shipping Policy

MJI will incur the costs of shipping materials to you. You are responsible for the cost of returning materials to MJI. Included with your materials will be a notification of the date for return. MJI appreciates your attention to this date and returning the materials in a timely manner. Doing so will ensure that MJI can continue to provide this resource to all courts throughout Michigan.



# Training Curricula



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## Training Curricula for Court Personnel

This curriculum was developed by a subcommittee of the Michigan Judicial Institute Court Support Personnel Consortium, an advisory committee made up of court staff from around the state. The curriculum is intended to serve as a toolbox of resources to assist local courts and designated trainers to develop educational sessions for local court staff. Resources may be tailored to fit the specific needs of your court.

If you have questions or comments or would like to share information regarding training resources, tools, or best practices utilized for training in your court, please contact Lisa Kutas, Distance Learning Manager, at [KutasL@courts.mi.gov](mailto:KutasL@courts.mi.gov) or (517) 373-7481.

### New Employee Curriculum (First 6 months of employment)

- [Overview of the Courts](#)
- [Court Mission, Vision, and Strategic Plan](#)
- [Policies and Procedures](#)
- [Your Role as a Court Employee](#)
- [Phones, Faxes, and Other Technology](#)
- [Legal Terminology/Legal Advice](#)
- [Customer Service Basics](#)
- [On-the-Job Training](#)
- [Managing Your Workload](#)

Click on each topic to view the specific training resources available.

### Professional Development Curriculum (employed 6 months or longer)

- [Dealing with Difficult Customers](#)
- [Leadership Development](#)
- [Managing Stress](#)

# Training Resources

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## Training Resources

The resources below are provided to assist and support you as a trainer and/or supervisor within the local courts.

If you have questions related to these tools, please contact **Lisa Kutas**, Distance Learning Manager, at: [KutasL@courts.mi.gov](mailto:KutasL@courts.mi.gov).

- New Employee Training Curriculum**
- Training Modules for Court Staff** (8 titles of approximately 20 pages each.)
- Coaching Guides.** These guides are designed to facilitate a follow-up conversation with your employees after they complete a training course on the following topics:
  - [Accessing Michigan Courts Coaching Guide](#) (118KB PDF)
  - [Legal Advice Coaching Guide](#) (111KB PDF)
- QuickKnowledge.com.** A series of online self-study courses.
- CDROMs**

The following titles are available in CDROM format.

### The Court Staff Guide to PPOs

The purpose of this training is to help court support personnel fulfill the vital role they play in providing access to the court in PPO actions. In this training program, court staff learn how to process a PPO action, provide information and assistance without giving legal advice and how to manage emotionally charged situations that may be associated with PPO actions.

### Repeat Offender Readiness

In this training program, the courts, law enforcement, prosecutors, and Secretary of State staff will be provided with the key concepts and processes within the recently enacted "repeat offender" legislation.

- Videotapes**

The following titles are available in videotapes.

### Roll Call Video: "Repeat Offender Readiness For Law Enforcement"


The intent of the 16 minute video is to introduce the new procedures related to stops involving Repeat Offenders.

### Staying Safe: A Guide to Personal Protection Orders

This videotape provides detailed information for people who are considering petitioning the court for a Personal Protection Order (PPO). The video describes what a PPO is and explains the procedures for obtaining and enforcing a PPO. The video also provides tips for staying safe after obtaining a PPO. *This video is available in English, Spanish, and Arabic.*


To request one copy of the CDs or videos listed, please contact **Shawn Olds** at [OldsS@courts.mi.gov](mailto:OldsS@courts.mi.gov) or at 517-373-7171.

# Web-Based Training



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<p><b>This website now requires the use of Adobe Reader 7.0 to access some links. &gt;&gt;Please download your free copy.</b></p> <p><b>The primary functions of MJl are to:</b></p> <ul style="list-style-type: none"><li>• Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;</li><li>• Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;</li><li>• Research, write, and update legal reference publications; and</li><li>• Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.</li></ul>	 <p>Photo credit: Justin Maconochie Photography.</p>		<ul style="list-style-type: none"><li>Web-based Training Overview</li><li>Accessing the Michigan Courts (MJl)</li><li>Campaign Ethics for Judges (MJl)</li><li>Court Performance Standards (NCSC)</li><li>Custody &amp; Parenting Time Training (SCA0)</li><li>Juvenile Justice Topics (OJJDP)</li><li>Juvenile Probation Officer Web-Based Training</li><li>Legal Advice (MJl)</li><li>Your Guide to the Michigan Court Rules</li></ul>

The Michigan Judicial Institute offers a wide variety of training programs available via the Internet. For a brief overview of each web-based training (WBT), click on “Web-based Training Overview”. To access a particular WBT, simply click on the title to launch the program.



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